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ADMINISTRATIVE - INTERNAL USE ONLY

Repairs and Renova	LIONS				
Executive Director			EXTENSION	NO. DATE	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S	COMMENTS (Number each comment to show from wh	
	RECEIVED	FORWARDED	INITIALS	to whom. Draw a line across column after each commer	
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ADMINISTRATIVE - INTERNAL USE ONLY

63 MAR 1986

	Executive Director
FROM:	Richard J. Kerr Deputy Director for Administration
SUBJECT:	Repairs and Renovations
recent budget cu Administration (requirements tha Office of Logist for \$5,000 or le edict will be ap of repairs and r	times call for drastic measures. In view of the ts that we have endured in the Directorate of DA) and the enormity of the hard, unfunded t we are compelled to fulfill, I have directed th ics to undertake no further renovations which are ss. The immediate savings resulting from this proximately \$400,000. Further, there are a numbe enovations being planned for various DA elements. e renovation of the 1st floor of he Offices of
	All of these
renovations will operational capa	All of these include only the bare necessities to ensure the bility of these components.
2. We obvious dealing with safe install telephone hookups. We do a partitions, repaired and to maintain of	include only the bare necessities to ensure the
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25 X 1	SUBJECT:	Repairs an	d Renovations	
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06 MAR 1986

MEMORANDUM FOR: Deputy Director for Ad

Deputy Director for Administration Deputy Director for Intelligence Deputy Director for Operations

Deputy Director for Science and Technology

STAT

FROM:

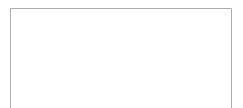
Executive Director

SUBJECT:

Repairs and Renovations

The Deputy Director for Administration has brought to my attention a moratorium that he has declared on repairs and renovations beyond the bare necessities in his directorate. This moratorium applies to planned renovations at Headquarters, as well as those for the outlying buildings. Due to budget constraints, the Directorate of Administration (DA) will not undertake any renovations amounting to \$5,000 or less for the remainder of FY 1986 normally funded by the DA. In order to maintain consistency throughout the Agency and a sense of fairness to all Agency personnel, you are requested to curtail all renovation projects funded by your directorate for the remainder of the fiscal year. Any renovation projects which must be undertaken under these dire circumstances should only include the minimum essentials, i.e., installation of phones, power, and necessary terminal hookups.

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SUBJECT: Repairs and Renovations

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